

14 November 2022

### REQUEST FOR QUOTATION (RFQ)

The **TOURISM PROMOTIONS BOARD** invites you to submit quotation for the item/s listed below:

**RFQ No. TPB-PR 2022.11.415**

**Requirement: SUPPLY AND DELIVERY OF FOOD & BEVERAGES AND CULTURAL ENTERTAINMENT REQUIREMENTS FOR THE ASIA PACIFIC ASSOCIATION OF ALLERGY, ASTHMA, AND CLINICAL IMMUNOLOGY (APAAACI) CONGRESS**

Quantity	Particulars	Estimated Unit Price (PhP)	Estimated Total Amount (PhP)
1 Lot	<p><b>A. Food and Beverage Requirements for the Presidential Dinner</b></p> <p>Date / Time : 6 December 2022  Venue : Conrad Manila  Number of pax : 150 pax  Theme : Filipino cuisine  Set-Up : Sit down dinner</p> <p><u>Deliverables</u></p> <ol style="list-style-type: none"> <li>Curated menu selections (Filipino fusion or continental dishes), for approval of TPB Budget: PhP3,200 nett per pax</li> <li>One (1) round of beverage (Juice/soda/iced tea)</li> <li>Styling following the theme of the dinner</li> <li>Provision of uniformed service personnel, standby waiters for VIP tables, and dedicated banquet coordinator</li> <li>Live entertainment/ambient music during dinner (e.g. stringed quartet, harpist duo, etc.)</li> <li>Must be amenable to the decrease/increase of up to 10% of the minimum guarantee one week before the event</li> </ol> <p><b>Submit proposed menu selection (at least 3) and ambient entertainment</b></p> <p><b>B. Cultural Entertainment for the Opening Ceremony</b></p> <p>Date / Time : 5 December 2022   5:30pm  Venue : SMX Convention Center MetrManila</p>	750,000.00	750,000.00

	<p>No. of pax :800 – 1,000 Theme :Best Philippine Festive Dances</p> <p><u>Deliverables</u></p> <ol style="list-style-type: none"> <li>1. The presentation should depict the best of the Philippine dances and fit for an international audience</li> <li>2. The presentation should be appropriate to the venue</li> <li>3. Provision of costumes and props necessary for the performances</li> <li>4. The presentation should showcase the beauty of the Philippines and the story of the Filipinos through music, festive and exquisite dances.</li> <li>5. The entertainment company must be flexible in dividing the dance presentation into sets as deemed fit in the program.</li> <li>6. Supplier shall arrange for, and shoulder, the performers' professional fees, and production assistants; travel and other expenses, including airfare, land transportation, accommodation, meals, and other miscellaneous expenses, as needed</li> <li>7. The supplier should coordinate with the venue ahead of time for the technical requirements of the performances, such as lights and sounds, audiovisual system, staging, emcee spiels (if any), schedule of the dry run, and other elements of the show</li> </ol> <p><b>Submit profile of proposed performers and program flow/repertoire</b></p> <p><b>TECHNICAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>a. Articles of Incorporation, SEC, DTI, CDI, registration certificate, whichever is applicable</li> <li>b. Company Profile</li> <li>c. List of ongoing and completed government and private contract for the <b>last five (5) years</b> whether similar or not similar in nature to the project. The format shall include the name of the client, title of the project, amount of the contract, and duration of the contract <ul style="list-style-type: none"> <li>▪ For Ongoing Project – submit Notice of Award or Notice to Proceed or Contract</li> <li>▪ For Completed Project – submit Certificate of Project Completion</li> </ul> </li> </ol>		
--	--	--	--

	<b>LEGAL REQUIREMENTS</b> <ol style="list-style-type: none"> <li>1. PhilGEPS Registration Certificate</li> <li>2. Business/Mayor's permit</li> <li>3. Business/Income Tax Return Certificate</li> <li>4. Omnibus Sworn Statement</li> </ol> <b>Attachments:</b> <ul style="list-style-type: none"> <li>▪ Technical Specifications</li> <li>▪ Revised Omnibus Sworn Statement</li> </ul> <b>Note:</b> <ul style="list-style-type: none"> <li>▪ All entries must be typewritten in your company letterhead.</li> <li>▪ Price Validity shall be for a period of <u>thirty (30)</u> calendar days.</li> <li>▪ The quotation shall include proposed menu selection (at least 3), ambient entertainment, profile of performers and program flow/repertoire</li> </ul>		
Terms	As stated		
Delivery	As stated		
ABC	PhP750,000.00 inclusive of applicable taxes		

Please submit your **quotation** together with the **technical and legal documents** enumerated above to email address **bac\_sec@tpb.gov.ph/janet\_villafranca@tpb.gov.ph** not later than **18 November 2022, until 5:00pm**.

The **submission of the quotation and other documents shall be in one (1) compressed file folder, any submission not in this format shall not be considered**. For easy identification of email, the subject shall be in this format: **APAAACI\_ <Company Name>**.

The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you very much.

  
**ROSELLE D. ROMERO**  
14 Nov. 2022  
 Acting Head, Procurement and General Services Division  
 Administrative Department

